

CITY OF NORMAN SUPPLEMENTAL QUESTIONNAIRE
Police Department Records Clerk

Name: _____

Date: _____

This questionnaire is a supplement to your application and will be used for further evaluation of your education, training, and experience as it relates to the position for which you are applying. Please fill out the questionnaire completely, even if the information is included within your application and/or resume. **Your responses should be hand written by you, the applicant in the space provided.**

1. It is preferred that an applicant for this position has prior training, knowledge, or experience with general office procedures, practices, records management, and office equipment. What experience do you have in working with these tasks?

2. It is preferred that an applicant for this position has prior training, knowledge, or experience in customer service oriented employment. What experience do you have in working with the public in a customer service oriented role?

3. Effective and professional interpersonal skills, an ability to calmly resolve conflicts, an ability to follow and enforce rules, and helping upset customers under stress are skills required by applicants of this position. What experience or training do you have with these necessary skills?

4. The diverse and often changing environment in which we operate within each day requires every employee to work together to function as a single team towards the completion of our daily tasks, goals and overall mission. Do you have any employment based experience or skills related to performing as a team or developing such an environment?

5. The records division works multiple shifts across all days of the week, to include holidays. An employee's work schedule is based on the needs of the employer with consideration of seniority. While they may change, the current shifts are 7:00 a.m. to 3:00 p.m. and 11:00 a.m. to 7:00 p.m. Employees may also be required to work overtime shifts during or outside of these hours. Are you available to work these shifts? **Yes**___ **No**___

Please list any experience with shift work, any conflicts, or any concerns.

6. The nature of our role in law enforcement occasionally exposes employees to vulgar, obscene, nudity, graphic, and/or violent, reports, recordings, and other related materials. Do you have any prior experience working with such materials or concerns about doing so?

7. Our role in Law Enforcement provides us frequent access to confidential and/or restricted information, conversations, materials, and other privileged knowledge. Do you have any employment based experience working with such materials or concerns about doing so?

8. As an employee have you ever received formal discipline, been terminated, left a position due to anticipated conflict, or resigned from a position without providing two weeks notice? **Yes**___ **No**___
If so, please explain the circumstances related to the situation.

9. Have you ever been the subject of a criminal investigation, been arrested, involved in a traffic collision, been cited for a traffic violation? **Yes**___ **No**___
If so, please provide details and approximate date(s).

10. Have you ever improperly used prescription medication, used prescription marijuana, used recreational marijuana, or used illegal drugs? If so, please provide details and approximate date(s).

11. This position is within a division of the Norman Police Department. Final candidates will undergo a background investigation, drug screening, and polygraph. Selected applicant will be tested for drugs. Is this acceptable to you? **Yes**___ **No**___

EQUAL OPPORTUNITY EMPLOYER